



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

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IN REPLY PLEASE

REFER TO FILE: **A-0**

March 11, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE APPROPRIATION ADJUSTMENT
AND AWARD SUPPLEMENTAL AGREEMENT
C.P. 88902 - REFURBISHMENT OF ALHAMBRA HEADQUARTERS
SUPERVISORIAL DISTRICT 5
4 VOTES**

**IT IS RECOMMENDED THAT YOUR BOARD AS THE GOVERNING BODY OF THE
LOS ANGELES COUNTY FLOOD CONTROL DISTRICT:**

1. Find that this work is exempt from the provisions of the California Environmental Quality Act (CEQA).
2. Approve the enclosed Appropriation Adjustment transferring \$1,700,000 from the County Engineer General Fund Unanticipated Revenue to the Flood Control District Capital Project 88902 to finance Phase 4 of the Department of Public Works Alhambra Headquarters Refurbishment. This operating transfer from the County Engineer General Fund to the Flood Control District is solely funded with Building and Safety fees and has no impact on net County cost.
3. Approve Phase 3 implementation of Capital Project 88902 in the amount of \$2,400,000 and programming, design, remodeling, and contract administration services for Phase 4 in the amount of \$1,700,000 of a multiyear plan to refurbish portions of the Department of Public Works' Alhambra Headquarters through reconfiguring modular partitions and

purchasing and installing new partitions, furniture, and equipment as needed; purchasing new carpeting and window coverings; and upgrading the fire alarm system and network cabling and hubs.

4. Award and authorize the Director of Public Works to execute a supplemental agreement with Mosakowski-Lindsey Associates (MLA) for a not to exceed fee of \$500,000 to provide architect/engineer services for Phase 4 of the tower refurbishment and miscellaneous as-needed programming and architectural services to be funded from the 2002-03 Flood Control District fund and establish the effective date following Board approval.
5. Authorize the Director to procure the services within the approved budget and deliver the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On June 18, 2002, your Board approved design and implementation of Phase 2 of C.P. 88902 for \$1,200,000 and design and contract administration services for Phase 3 along with miscellaneous as-needed architectural services as part of a multiphased, multiyear program to refurbish and reconfigure a portion of our Headquarters building in Alhambra. Phase 2 is underway and is on schedule and under budget for completion in May 2003. We are now prepared to proceed with the Phase 3 refurbishment.

Since 1987, when we moved into the Alhambra Headquarters building, there have been numerous changes to the work units to carry out Public Works' missions and goals as well as additional responsibilities and personnel reassignments. These changes have required reconfiguring divisions and moving personnel into any available space, including leased space at 1000 Fremont along with other departments. Many divisions have personnel split working on several floors/locations creating workflow inefficiencies, which complicates supervision in addition to frustrating the public. Additionally, many of the original workstations that were purchased and installed 16 years ago were often configured for one purpose and are now being used for another. Working space is often inadequate and/or inefficiently utilized. In many cases, these older workstations were not designed to contend with the computers and CADD stations we now have that require telecommunication lines and cabling capability. Additionally, carpeting requires replacement because it is heavily worn, torn, and/or discolored, and window coverings installed when the building was first occupied in 1971 have exceeded their useful life. The fire alarm system and network cabling and hubs also need to be upgraded.

The total estimated project cost for Phase 3 is \$2,648,000, which includes approximately \$248,000 in previously approved architectural design and contract administration services. The work includes installing walls and partitions including hazardous materials abatement, electrical and mechanical distribution systems (including fire alarms and telecommunication network hardware), carpeting, painting, window coverings, and office furnishings over two complete floors of the building. All refurbishment will be through an existing JOC contractor, and the balance of the work will be through routine vendor procurements. We have scheduled all work to be completed by spring 2004.

The total estimated project cost for Phase 4 is \$1,700,000 including approximately \$200,000 in architect/engineer and contract administration services. The work includes installing new walls and partitions including hazardous materials abatement, electrical and mechanical distribution systems (including fire alarms and telecommunication network hardware), carpeting, painting, window coverings, public counters, and office furnishings for our Building and Safety and Land Development Divisions. Like the previous phases, the work will be through our JOC contractor and the work will be completed in sequence with Phase 3 later this summer.

We are also recommending that your Board authorize the Director to enter into a supplemental architect/engineer services agreement with Mosakowski-Lindsey Associates (MLA) to perform space programming and design and contract administration services for Phase 4 of this capital project and the next phase, in addition to a number of other ongoing programming and design services at our Headquarters campus for a not to exceed fee of \$500,000. Of this total, approximately \$200,000 is for design and contract administration for Phase 4, and the balance is for the ongoing as-needed programming services for the overall campus. The recommended supplement brings the overall total for these services to \$1,000,000. MLA is currently under contract with Public Works to provide design and study services that lead to the development of these and future capital project schematic programs and is familiar with our operations and facilities through previous work, including design and construction administration of our Annex building, parking structure, and original tenant improvements for our Headquarters building. MLA maintains a database of the infrastructure and record documents for this building on its CADD files and was the architect of record when we bought the facility in 1987. We estimate there will need to be at least two more phases over the immediate future fiscal years to complete the remaining refurbishment projects as funding allows.

Implementation of Strategic Plan Goals

This and future projects meet the County's Strategic Plan Goals of Service Excellence in that they improve public access to our services, Workforce Excellence in that they will create a positive work environment for our employees and provide proper equipment and facilities for their assignments, and Organizational Effectiveness in that we will now be able to consolidate divisions and operational functions on the same floor.

FISCAL IMPACT/FINANCING

The refurbishment component for Fiscal Year 2002-2003 for Phase 3 is estimated to cost \$2,400,000, and the design, refurbishment, and contract administration of Phase 4 is estimated to cost \$1,700,000. Phase 4, the refurbishment of the Building and Safety offices, will be funded with unanticipated revenue from the County Engineer General Fund. The enclosed Appropriation Adjustment will enable an operating transfer from the County Engineer General Fund to the Flood Control District Capital Project 88902, Alhambra Headquarters Refurbishment. This operating transfer from the County Engineer General Fund is solely funded with Building and Safety Fees and has no impact on net County cost.

With the exception of the Building and Safety offices refurbishment, which will be funded with an operating transfer this year, this work will be initially funded by the Flood Control District, which owns the Alhambra Headquarters building. The refurbishment costs, for other than the Building and Safety offices, incurred by the District will be billed to Public Works' other funds (excluding the Facility Project Management Fund) based on space utilization; there will be no net County cost. We will return to your Board in future years for authorization to fund completion of the remaining phases of the refurbishment project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard supplemental agreement, in the form previously approved by County Counsel, will be used. The existing consultant services agreement includes the standard Board-directed clauses that provide for contract termination, renegotiation, hiring qualified displaced County employees, and consideration of Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

MLA is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

ENVIRONMENTAL DOCUMENTATION

With respect to the requirements of CEQA, this work is categorically exempt as specified in Appendix G, Class 1 (d), of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, Synopsis 57, and Section 15301 (a) of the State CEQA Guidelines.

CONTRACTING PROCESS

On April 17, 2002, Public Works issued a Request for Oral Presentations to six firms for the project. Six firms responded to the request. An Evaluation Committee, composed of Public Works architectural, engineering, and contract administration staff, conducted the oral interviews. The evaluations of the firms were based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. These evaluations were completed without regard to race, creed, color, or gender. Based on the evaluation of the Oral Presentations, Public Works determined that MLA was the best qualified firm for this project. The negotiated fees have been reviewed by Public Works and are considered reasonable for the services provided.

MLA's Community Business Enterprise participation data and three-year contracting history with the County are on file with Public Works.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.020) does not apply to the recommended contract, as this contract is for non-Proposition A services.

As requested by your Board on February 3, 1998, this contract opportunity was posted on the Office of Small Business website.

Like the project underway, reconfiguring partitions and other building-related trades will be primarily performed by an existing JOC contractor. New furniture systems, replacing carpeting and window coverings, and upgrading the fire alarm system will be purchased through existing County agreement vendors or procured through an open bidding process by Public Works or Internal Services Department, as appropriate.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

This work will make the Public Works Headquarters building more operationally efficient and provide improved services to the public.

CONCLUSION

Please return one adopted copy of this letter to Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

TJR:djm
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cc: Chief Administrative Office
County Counsel
Internal Services Department